



Prosthetics Purchase Cards User Manual

Version 3.0

August 2002

Department of Veterans Affairs
VISTA System Design and Development

Table of Contents

Using Prosthetics Purchase Cards.....	1
Overview	1
Citibank and VISA	4
Purchase Card Process	6
Overview	6
Create a Purchase Card Form (PC)	7
Edit a Purchase Card Transaction.....	22
Link a Purchase Card Transaction to the Suspense Record.....	24
Cancel Purchase Card Transaction (CPC).....	25
Reconcile/Close Out Purchase Card Transaction (CPO).....	28
Reprints (RP) Menu.....	36
Reprint a Purchase Card Form (PCR)	36
Purchase Card Reports	39
Report List.....	39
List Open Purchase Card Transactions (LPC) Report.....	40
List Open Purchase Card Transactions by Initiator (LPCI) Report.....	41
Purchase Card Summary Sheet (LPS) Report	43
Purchase Card Site Parameter (SS)	45
Satellite Broadcast – May, 2001.....	46
Question and Answer Session	46
Appendix A	50
Privacy Act.....	50
Patient Notification Letter	51
Appendix B	52
Glossary.....	52

Using Prosthetics Purchase Cards

Overview

Introduction	<p>What is a Purchase Card? A Purchase Card is similar to a credit card and has a pre-set monetary limit used to pay for goods or services for official VA use in the Prosthetic Sensory Aids Service (PSAS). The Prosthetics users can use these cards with the Prosthetics package. This is the preferred and recommended procurement method.</p> <p>The Purchase Card Form (PC) option is used to create a transaction. This option is located from the Enter New Request (EN) Menu that is found under the Purchasing Menu (PU).</p> <p>With the use of the Purchase Card Form (PC) option, the Fund Control Point (FCP) is automatically debited. This allows Prosthetics to keep track of the Purchase Card transactions without posting to Fund Control Points. This option will post purchases to the patient's electronic 10-2319. Once posted, this Purchase Card transaction may only be closed or cancelled.</p>
Purchase Card Numbers	<p>The Purchase Card Number is a 16-digit number in IFCAP identifying a specific Purchase Card issued to a Purchasing Agent. This number is critical to accurate record keeping.</p>
Single Purchase Limit	<p>The single purchase limit is a limitation on the procurement authority delegated to the cardholder by your Contracting Officer. This limit cannot be exceeded unless the Contracting Officer raises the limit. A "single purchase" using the card may include multiple items.</p>
Monthly Purchase Limit	<p>The monthly purchase limit is a budgetary limit that is assigned by the Approving Official. The total dollar value of purchases made for any month may not exceed the monthly cardholder's limit.</p>
Benefits of using Purchase Cards	<p>The following benefits have been found when using Purchase Cards:</p> <ul style="list-style-type: none">• Vendor is paid promptly.• No invoice to certify which reduces paperwork for Prosthetics and Fiscal Services.• Many vendors give additional discounts for Purchase Card use.• Funds are not obligated until they are actually acquired.

Continued on next page

Overview, Continued

Prosthetic services

What Prosthetics services can be purchased using your Purchase Card?

- All Prosthetic items, services, etc. provided you do not exceed:
 - Your single order limitation (warrant authority)
 - Your monthly limitation.
-

VISA

VISA is a form type that is being used by the module to keep track of Purchase Card transactions. The VISA will show up as the form type under the **View Patient 2319** option, **Screen 4**, Extended Screen. This displays when a transaction has been completed by use of a Purchase Card.

BOC/CC

Important: You must have a separate credit card for each ¹Budget Object Code/Cost Center (BOC/CC) combination you use when ordering through the Prosthetics package.

The Prosthetics package does not give the option of entering/changing the BOC information on individual patient orders.

Note: When ordering on the IFCAP side, the BOC/CC can be edited.

Prosthetic Staff responsibility

The following are responsibilities of the Prosthetic staff:

- Ensuring adequate funds are available for your obligation.
 - Obligations are reasonable and accurate.
 - Know what you are buying - participate in regular in-services.
 - Research and review of product information - determine mandatory sources when available.
 - Receive feedback from clinical staff and patients regarding products.
 - Ensure Contractor fulfills the requirements of the contract.
 - Serve as technical advisor to Contracting Officers - communicate problems/issues with Contracting Officer.
 - Reconciling transactions in a timely manner.
 - Follow-up on outstanding transactions.
 - Monitor activities for quality improvement.
 - Ensure appropriate BOC and CC are used.
-

Continued on next page

¹ See Glossary – Appendix B for more details.

Overview, Continued

Access

You can access the Purchase Card feature from the **Purchasing Menu (PU)** as shown below:

Purchasing Menu

```
PU    Purchasing ...
DD    Display/Print ...
UT    Utilities ...
AM    AMIS ...
SU    Suspense ...
CO    Correspondence ...
SC    Scheduled Meetings and Home/Liaison Visits ...
PS    Process Form 2529-3 ...
EL    Eligibility Inquiry
ET    PSC/Entitlement Records ...
HO    Home Oxygen Main Menu ...
INV   Pros Inventory Main ...
ND    NPPD Tools ...
VR    VERIFY/REPAIR PURCHASE CARD NUMBER
```

Select Prosthetic Official's Menu Option: **PU** <Enter> Purchasing

```
EN    Enter New Request ...
SI    Stock Issues ...
RP    Reprints ...
RE    Record 2237 Purchase to 2319
ED    Edit/Delete 2237 from 10-2319
CA    Cancel a Transaction
CO    Close Out
CPC   Cancel Purchase Card Transaction
CPO   Reconcile/Close Out Purchase Card Transaction
ED2   Edit 2319
EDPC  Edit Purchase Card Transaction
HI    Add Historical Data
HID   Delete Historical Data Entry
LI    List Open 1358 Prosthetic Transactions
LII   List Open 1358 Transactions By Initiator
LPC   List Open Purchase Card Transactions
LPCI  List Open Purchase Card Transactions By Initiator
LPS   Purchase Card Summary Sheet
```

Select Purchasing Option: **EN** <Enter> Enter New Request

```
24    2421 Form
25    2520 Transaction without printing 10-55
10    10-55 PSC Form
29    2914 Eyeglass Record
NF    Create a No-Form Daily Record
PD    Pickup and Delivery Charges
PC   Purchase Card Form
SS    Purchase Card Site Parameter
```

Citibank and VISA

Who is Citibank? Citibank is the largest financial institution in the world and a VISA member bank. Citibank is both a credit card issuer and an acquirer. Citibank is a leader in the corporate and government credit card industry.

Note: Citibank is **ONE** provider and processor of the Veterans Affairs Purchase Cards; there may be others.

Who is VISA? VISA is an international brand of payment cards issued by more than 21,000 member financial institutions around the world including Citibank.

Note: VISA is **ONE** possible charge company for a bank that the VA uses; there may be others.

Data Capturing Enhanced data includes additional information accompanying charge card transactions that is not required for financial transaction settlement. Enhanced data supports multiple accounting and reporting functions.

The merchant sends the data to VISA, and it is then sent to Citibank. The account statement is sent from Citibank to the Purchase Cardholder. Records are passed to Citibank and the VA by way of electronic systems access, data feeds, or paper reports.

Levels of Data Capturing **Level One** is the minimum amount of data required to clear and settle the financial transaction.

Level Two provides additional summary data for the sale that accompanies Level One data through the clearing and settlement process. This level also provides the ability to provide the Purchase Order Number to Citibank.

Level Three provides line-item, transaction-related data elements. Level Three data is not attached to Level One financial records; and must be linked to these records using a matching process.

Note: All vendors are encouraged to have at least **VISA Level II** that supplies the capability to supply the Purchase Order number in the transaction.

Continued on next page

Citibank and VISA, Continued

Level One Data Level One data includes the following:

- Merchant name
 - Merchant location – city, state, ZIP
 - Transaction amount
 - Merchant Category Code (MCC)
 - Transaction date
 - Account number
-

Level Two Data Level Two data includes the following:

- Level One data PLUS:
- Sales tax
- Customer code

Note: The Purchase Order number can be entered into a free-text field in Level Two.

Level Three Data Level Three data includes the following:

- Level One and Level Two data PLUS:
 - Detailed tax information
 - Discount amount
 - Freight/ship amount
 - Duty amount
 - Ship to/from ZIP codes
 - Order date
 - Account number
 - Item commodity code
 - Item description
 - Quantity
 - Unit of measure
 - Unit cost
-

Purchase Card Process

Overview

Introduction

Prosthetics uses Purchases Cards that are interfaced with vendor payment from Citibank using a VISA form type to keep track of transactions.

Understanding the process

Below is the cycle of a Purchase Card transaction/order:

- When the veteran receives the item ordered, the vendor can send a transaction to Citibank to request payment. (If the vendor has the capability to interface with Citibank using VISA with a Level II data, a Purchase Order number is sent to Citibank.)
- Citibank pays that bill and sends the record to the Oracle database in the Financial Service Center (FSC) in Austin (which is IFCAP).
- Citibank notifies the VA FSC in Austin to make the payment.
- Austin populates IFCAP and creates the check.
- Citibank sends the transaction (with the Purchase Order number) to the cardholder for reconciling.
- The cardholder has 10 calendar days to reconcile using the Prosthetics software (using the **Reconcile/Close Out Purchase Card Transaction (CPO)** option).

Warning: If erroneous charges cannot be corrected, then a Dispute must be filed within 30 days. Cardholder must complete 75% of the reconciliations within 10 days, 95% within 17 days, and 100% within 30 days. **All reconciliations must be approved within 14 calendar days by the Approving Officials.**

In this section

This section covers the following topics:

Topic	See Page
Create a Purchase Card Form (PC)	7
Edit a Purchase Card Transaction	22
Link a Purchase Card Transaction to the Suspense Record	24
Cancel a Purchase Card Transaction (CPC)	25
Reconcile/Close Out Purchase Card Transaction (CPO)	28

Create a Purchase Card Form (PC)

Access The **Purchase Card Form (PC)** option is accessed from the **Enter New Request (EN)** menu under the **Purchasing Menu (PU)**.

You can order one or multiple items on the same order. You will verify eligibility for a patient, and **you will create a Purchase Order (PO) number** for the order through this option.

Steps To create a Purchase Card form, follow these steps:

Step	Action
1	Select the Enter New Request menu by typing EN .
2	Select the Purchase Card Form option by typing PC .

Enter New Request Menu (EN)

EN	Enter New Request ...
SI	Stock Issues ...
RP	Reprints ...
RE	Record 2237 Purchase to 2319
ED	Edit/Delete 2237 from 10-2319
CA	Cancel a Transaction
CO	Close Out
CPC	Cancel Purchase Card Transaction
CPO	Reconcile/Close Out Purchase Card Transaction
ED2	Edit 2319
EDPC	Edit Purchase Card Transaction
HI	Add Historical Data
HID	Delete Historical Data Entry
LI	List Open 1358 Prosthetic Transactions
LI	List Open 1358 Transactions By Initiator
LPC	List Open Purchase Card Transactions
LPCI	List Open Purchase Card Transactions By Initiator
LPS	Purchase Card Summary Sheet
Select Purchasing Option: EN <Enter> Enter New Request	
24	2421 Form
25	2520 Transaction without printing 10-55
10	10-55 PSC Form
29	2914 Eyeglass Record
NF	Create a No-Form Daily Record
PD	Pickup and Delivery Charges
PC	Purchase Card Form
SS	Purchase Card Site Parameter
Select Enter New Request Option: PC <Enter> Purchase Card Form	

Continued on next page

Create a Purchase Card Form (PC), Continued

Site The **site** prompt only appears if your Prosthetic Service covers multiple stations. This is a non-editable field (for display purposes only).

Entering a question mark <?> will bring up a list of sites. Select a site or enter the number(s) for your station.

Steps To continue to create a Purchase Card form, follow these steps:

Step	Action
3	Select a site from a list (if at a multi-divisional site) or press <Enter> to accept the default site.
4	Select the Prosthetic Patient .
5	Disability Codes display (if applicable).

Disability Codes screen

```

SITE: Hines Development System// <Enter> 499
Select PROSTHETIC PATIENT: PROSPATIENT,ONE <Enter> HINES, IL 1-1-30
00000001 NO PILL

*Comments on file

Current Disability Codes are:

COS/B EMPLOYEE NSC
AMP/LAE SC VIETNAM S/C
AMP/LAE SC VIETNAM NSC
ORTH/PLS INPATIENT S/C

*More Disability Codes on File, See Screen 1
    
```

Continued on next page

Create a Purchase Card Form (PC), Continued

Review Screens 1 & 2 on the Patient 10-2319 You can view any of the 10-2319 patient screens by selecting 1-8 including the following information: 1) Patient Demographics, 2) Clinic Enrollments/ Correspondence, 3) Entitlement Information, 4) Appliance Transactions, 5) Auto Adaptive Information, 6) Critical Comments, 7) Add/Edit Disability Code, and 8) Home Oxygen items.

Review Screen 1 and Screen 2 prior to creating a PO to verify Prosthetic eligibility and ensure you are not purchasing a duplicate item.

Steps To continue to create a Purchase Card form, follow these steps:

Step	Action
6	At the Enter 10-2319 screen to VIEW (1-8), '^' to EXIT, or 'return' to continue: prompt, type "1" for Patient Demographics to establish eligibility for the patient prior to creating a PO!!
7	Press <Enter> to continue.

Patient Demographics (Screen display) →

```

Enter 10-2319 screen to VIEW (1-8), '^' to EXIT, or 'return' to continue: 1
<Enter> PATIENT DEMOGRAPHICS

PROSPATIENT,ONE                SSN: 000-00-0001   DOB: JAN 1,1930   CLAIM#

Phone:                          Phone:
Current Address:                 Primary Next of Kin Address:
ANY AVE
CHICAG, ILLINOIS 60000

Patient Type: PILL              Period of Service: OTHER OR NONE
Primary Eligibility Code:       Status: REQUIRED
NSC                             Eligibility Status:

Receiving A&A Benefits? NO      Receiving Housebound Benefits? NO
Receiving Social Security? NO   Receiving VA Pension? NO
Receiving Military Retirement? NO Receiving VA Disability? NO
Prosthetic Disability Code(s): COS/B-NSC AMP/LAE-SC AMP/LAE-NSC ORTH/PLS-SC
ORTH
/DLF-SC AO/AUTO-SC

Enter RETURN to continue or '^' to exit: <Enter>

*POW? NO
    
```

Continued on next page

Create a Purchase Card Form (PC), Continued

Clinic Enrollments/ Correspondence

The **Clinic Enrollments/Correspondence** option or **Screen 2**, allows you to verify Prosthetic eligibility prior to creating the Purchase Order (PO).

Steps

To continue to create a Purchase Card form, follow these steps:

Step	Action
8	At the Enter return to continue or ^^ to exit prompt, press <Enter> to continue. The Disability Codes will display again.
9	At the Enter 10-2319 screen to VIEW (1-8), '^' to EXIT, or 'return' to continue: prompt, type "2" (for Clinic Enrollments/ Correspondence) to establish eligibility for the patient prior to creating a PO!!

10-2319 Screen options

```

Enter return to continue or ^^ to exit:  <Enter>
*Comments on file

Current Disability Codes are:

COS/B          EMPLOYEE      NSC
AMP/LAE        SC VIETNAM   S/C
AMP/LAE        SC VIETNAM   NSC
ORTH/PLS       INPATIENT    S/C

*More Disability Codes on File, See Screen 1

      Select one of the following:

          1          PATIENT DEMOGRAPHICS
          2          CLINIC ENROLLMENTS/CORRESPONDENCE
          3          ENTITLEMENT INFORMATION
          4          APPLIANCE TRANSACTIONS
          5          AUTO ADAPTIVE INFORMATION
          6          CRITICAL COMMENTS
          7          ADD/EDIT DISABILITY CODE
          8          HOME OXYGEN ITEMS

Enter 10-2319 screen to VIEW (1-8), '^' to EXIT, or 'return' to continue: 2
<Enter> CLINIC ENROLLMENTS/CORRESPONDENCE
    
```

Continued on next page

Create a Purchase Card Form (PC), Continued

Display info

Below is the display for the Last Movement Actions, Clinic Enrollments, and Pending Appointments from the 10-2319 Screen.

Steps

To continue to create a Purchase Card form, follow these steps:

Step	Action
10	At the Enter RETURN to continue or '^' to exit: prompt, press <Enter> to continue and view the letters on file.
11	At the Enter a number prompt, type a number to view a letter or type the caret (^) and press <Enter> to bypass viewing the letters on file.
12	At the Do you wish to view a letter? No// prompt, press <Enter> to bypass and continue. (Type Y for Yes to view letters.)
13	At the Do you wish to create a correspondence letter? No// prompt, press <Enter> to bypass and continue. (You can type Y for Yes to create a letter.)

Clinic Enrollment display

```

PROSPATIENT,ONE          SSN: 000-00-0001   DOB: JAN 1,1930   CLAIM#

                                Last Movement Actions
Trans. Type: TRANSFER                Trans. Type: ADMISSION
Date: SEP 11,1995@15:04:29           Date: SEP 11,1995@14:59:18
Type of Movement:                    Type of Movement:
INTERWARD TRANSFER                   DIRECT
Ward: 1AS                             Ward: 5NM
Physician: PROSPROVIDER,TWO          Physician: PROSPROVIDER,THREE
Diagnosis: SICK                       Diagnosis: SICK

                                Clinic Enrollments
Clinic                               Enrollment Date      OPT or AC
MCGILL,TEST                          MAR 21,2000@13:11   OPT

                                Pending Appointments

                                No Pending Appointments for this Patient
Enter RETURN to continue or '^' to exit:  <Enter>

Letters on file:

#      Patient                Type of letter      Employee            Date of letter
-----
1      PROSPATIENT,ONE        FOLLOW UP           PROSPROVIDER,ONE   FEB 08, 2002
2      PROSPATIENT,ONE        HO 30 DAY TEST    PROSPROVIDER,ONE   FEB 08, 2002
3      PROSPATIENT,ONE        HO 30 DAY TEST    PROSPROVIDER,ONE   FEB 08, 2002
4      PROSPATIENT,ONE        HO 30 DAY TEST    PROSPROVIDER,ONE   FEB 08, 2002
5      PROSPATIENT,ONE        HO 30 DAY TEST    PROSPROVIDER,ONE   FEB 08, 2002

Enter '^' to stop or
Enter a number (1-5): ^  <Enter>

Do you wish to view a letter? No// (No) <Enter>
Do you wish to create a correspondence letter? No// <Enter> (No)

*Comments on file
    
```

Continued on next page

Create a Purchase Card Form (PC), Continued

Appliance Transaction (Screen 4)

You can view the Appliance Transaction history (**Screen 4** from the patient 2319). (The form type, VISA, displays on the Appliance Transaction Detail screen that has been utilized for purchases as shown on the next page.) **Review Screen 4 prior to creating a PO to ensure you are not purchasing a duplicate item.**

You can also access this screen from the **Display/Print (DD) Menu** and the **Display/Print Patient 2319 (23)** option.

Steps

To continue to create a Purchase Card form, follow these steps:

Step	Action
14	The Disability codes display first and then the list of 10-2319 selections.
15	At the Enter 10-2319 screen to VIEW (1-8), '^' to EXIT , or 'return' to continue : prompt, type "4." The Appliance Transaction list displays for you to select one and view the details.

Appliance Transaction list

```

Current Disability Codes are:
COS/B          EMPLOYEE      NSC
AMP/LAE        SC VIETNAM    S/C
AMP/LAE        SC VIETNAM    NSC
ORTH/PLS      INPATIENT     S/C

*More Disability Codes on File, See Screen 1

  Select one of the following:
  1          PATIENT DEMOGRAPHICS
  2          CLINIC ENROLLMENTS/CORRESPONDENCE
  3          ENTITLEMENT INFORMATION
  4          APPLIANCE TRANSACTIONS
  5          AUTO ADAPTIVE INFORMATION
  6          CRITICAL COMMENTS
  7          ADD/EDIT DISABILITY CODE
  8          HOME OXYGEN ITEMS

Enter 10-2319 screen to VIEW (1-8), '^' to EXIT, or 'return' to continue : 4
<Enter> APPLIANCE TRANSACTIONS

PROSPATIENT,ONE      SSN: 000-00-0001      DOB: JAN 1,1930      CLAIM#
  Date   Qty   Item   Type  Vendor   Sta Serial  Delivery Date Tot Cost
1. 11/27/01 1  SHOE COMPO  I  PROSVENDOR,ONE  499                20.00
  follow up
2. 11/20/01 100 SHOE COMPO  I  PROSVENDOR,ONE  499                1600.00
  print on the 2310
3. 11/20/01 1  SHOE COMPO  I  PROSVENDOR,ONE  499                2.00
4. 10/02/01 1  OXYGEN CON  I  PROSVENDOR,ONE  499                25.00
5. 10/02/01 1  OXYGEN CON  I  PROSVENDOR,TWO  499                0.00
6. 10/01/01 1  PICKUP      X  PROSVENDOR,ONE  499                5.00
7. 09/28/01 1  EYEGLASSES I  PROSVENDOR,TWO  499                5.00
8. 09/28/01 1  OXYGEN CON  I  PROSVENDOR,TWO  499                0.00
+=Turned-In *=Historical Data I=Initial X=Repair S=Spare R=Replacement

Enter 1-8 to show full entry, '^' to exit or `return` to continue. 1 <Enter>
    
```

Continued on next page

Create a Purchase Card Form (PC), Continued

Line Item Details

Below are the details (for one patient on one order) that are included in the **Appliance/Repair Line Item Detail** screen.

Type of Form field

Note the *Type of Form* field below shows that VISA is the form type (vs. 2421, 2914, 2529-3, or stock issue, etc.). This field displays different details depending on the form type.

Steps

To continue to create a Purchase Card form, follow these steps:

Step	Action
16	<p>At the Enter RETURN to continue or ^ to exit: prompt, you can do the following:</p> <ul style="list-style-type: none"> • Press the “^” (caret) to exit and you will be taken back to the list of Appliance Transactions where you can select another one to view. • Disability Codes will display again. • The prompt, Enter 10-2319 screen to view (1-8), ^ to Exit, or “RETURN” to continue, you can press <Enter> to continue. • The Date Required prompt will display. (See next page.)

Appliance Transaction details



```

PROSPATIENT,ONE          SSN: 000-00-0001  SUPPORT ISC          DOB: 01-01-1930

                                APPLIANCE/REPAIR LINE ITEM DETAIL                                <4-1>

TYPE OF FORM: VISA          INITIATOR: PROSPROVIDER,FOUR          DATE: NOV 27, 2001
DELIVER TO: PROSTHETICS
TYPE TRANS: INITIAL ISSUE          QTY: 1          SOURCE: COMMERCIAL
VENDOR TRACKING:                                BANK AUTHORIZATION:
VENDOR:          PROSVENDOR,ONE
VENDOR PHONE:    (555) 555-5555
CORPORATE ORDER ENTRY
ANY PARK, ILLINOIS          60064

DELIVERY DATE:
TOTAL COST: $20.00          OBL: 7P0080
REMARKS:          REQUESTED VENDOR SEND ASAP
DISABILITY SERVED: NSC/IP
APPLIANCE: SHOES
PSAS HCPCS: L3201          OXFORD W/SUPINAT/PRONAT INF
CPT MODIFIER:
DESCRIPTION: OXFORD SHOE WITH INSERT
EXTENDED DESCRIPTION:

Enter RETURN to continue or '^' to exit:
    
```

Continued on next page

Create a Purchase Card Form (PC), Continued

Date Required field The **Date Required** field stores the date by which the vendor is required to provide the Item/Service.

If the year is omitted, the computer uses the CURRENT YEAR. You can also enter a precise day.

Steps To continue to create a Purchase Card form, follow these steps:

Step	Action
17	Press <Enter> to accept the current date plus 30 days. (You can also enter a different date by entering T + any number.)
18	Select the Vendor from a list.
19	Press <Enter> to bypass this prompt, or select a Contract Number/BOA Number (if this is applicable).

Purchase Card screen

```
DATE REQUIRED: T+30// <Enter> (JAN 11, 2002)
VENDOR:      PROSVENDOR,ONE                PH:555 555-5555 NO: 3
ORD ADD:CORPORATE ORDER ENTRY             FMS:
      ANY PARK, IL 60064                   CODE:          FAX:
      ...OK? Yes// <Enter> (Yes)
Select CONTRACT/BOA NUMBER: <Enter>
```

Contract/BOA Number You can enter two question marks, and press <Enter> to display a list and select an option from the **Contract/BOA Number** prompt. You can also bypass this prompt by pressing <Enter.> (This is an optional field.)

Continued on next page

Create a Purchase Card Form (PC), Continued

Creating the PO number

You will generate the **Purchase Order number**. The PO number, entered at the **Purchase Order** prompt is an alphanumeric combination as follows:

- The PO number begins with the Station Identifier (which was selected at the **Site** prompt after first accessing the **Purchase Card Form (PC)** option shown at the beginning of this section).
- After the Station Identifier numbers are two digits (one alpha and then numeric for the fiscal year), and then a four-digit sequential number. **Example:** **695-U20002**.

Purchase Card Name and Number

A Purchase Card number consists of 16-digit numbers identifying a specific Purchase Card issued to a Purchasing Agent. It is encrypted for storage in files. The Purchase Card number will NOT display. This number prints in box 21 of the Purchase Order, unless the 2421 is reprinted by a different Purchasing Agent who does not have the RMPR FCP Manager key.

Steps

To create a PO number in the Purchase Card form, follow these steps:

Step	Action
20	Create a new Purchase Order Number or a Common Numbering Series by typing the first letter of the Common Numbering series (i.e., U) and the Fiscal Year (i.e., 2) at the Purchase Order prompt, and press <Enter> .
21	Select a Purchase Card Name or press <Enter> to accept the default.
22	Select the Cost Center number or enter two question marks to display a list and select one, and press <Enter> .

Purchase Card screen

```

ENTER A NEW PURCHASE ORDER NUMBER OR A COMMON NUMBERING SERIES
PURCHASE ORDER: U2 <Enter> 695-U2      PC AUTHORIZED BUYER
Are you adding '695-U25692' as a new Purchase Order number? Y <Enter>(YES)

PURCHASE CARD NAME: FCP #932// <Enter> FCP #932

COST CENTER: 8272// ? <Enter>
Enter the Cost Center for this Purchase Order
Answer with COST CENTER

Choose from:
8272 PROSVENDOR,THREE
8273 PROSVENDOR,TWO

COST CENTER: 8272 <Enter> PROSVENDOR,THREE
    
```

Continued on next page

Create a Purchase Card Form (PC), Continued

Vendor Tracking Number

A **Vendor Tracking Number** is a number used for invoice tracking purposes. A vendor may supply their internal unique tracking number, but it is not required. A tracking number may be anything up to 20 characters long.

Note: This prompt can be used for reconciliation purposes.

Steps

To continue to create a Purchase Card form, follow these steps:

Step	Action
23	Select a Type of Transaction option from a list.
24	Select a Patient Category option from a list (see options below). If you select the fourth option (NSC/OP), you will be prompted with the Special Category prompt with the following options: 1) Special Legislation, 2) A&A, 3) PHC, or 4) Eligibility Reform.
25	Select the Item from the Item file. Note: There may be multiple items, and if so, then the Type of Transaction prompt returns for you to begin again. (You should also check eligibility for an item at the Item Level.)
26	Enter a Vendor Tracking Number (not required), or press <Enter> to bypass this prompt.

Purchase Card screen

```

TYPE OF TRANSACTION: I <Enter> INITIAL ISSUE

PATIENT CATEGORY:
Enter a code from the list.

    Select one of the following:
    1          SC/OP
    2          SC/IP
    3          NSC/IP
    4          NSC/OP

PATIENT CATEGORY: 3 <Enter> NSC/IP

Select ITEM: SHOES <Enter>
 1  SHOES-AMBULATORS-LEATHER  14846  SHOES-AMBULATORS-LEATHER
 2  SHOES-CUSTOM MOLDED      12258  SHOES-CUSTOM MOLDED
 3  SHOES-CUSTOM-ORTHOPEDIC  12259  SHOES-CUSTOM-ORTHOPEDIC
 4  SHOES-EXTRA DEPTH INLAY  12257  SHOES-EXTRA DEPTH INLAY
 5  SHOES-ORTHO INLAY        15207  SHOES-ORTHO INLAY
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 4 <Enter> 12257  SHOES-EXTRA DEPTH INLAY
    ...OK? Yes// (Yes)

VENDOR TRACKING NUMBER: <Enter>
    
```

Continued on next page

Create a Purchase Card Form (PC), Continued

Description fields

The following are two description prompts as described below:

- Brief Description (REQUIRED)
- Extended Description

Steps

To continue to create a Purchase Card form, follow these steps:

Step	Action
27	Select a PSAS HCPCS from a list that pertains to the Item. The Item may require a CPT Modifier to be selected. If so, you will be prompted with a selection.
28	Enter a Brief Description of 3 to 60 characters (short description of the Item purchased). <ul style="list-style-type: none"> • Enter the MOST IMPORTANT information here because this appears on the Purchase Order (i.e., catalog number, model number, and a description for one item). • You should also add delivery instructions here.
29	Enter an Extended Description (optional) or press <Enter> to bypass this prompt. This is a word processing field and contains many lines for you to type a lengthier description if needed. <ul style="list-style-type: none"> • This prompt prints as an attachment. You can enter, "<i>See Attachment</i>" for orders with multiple Items on one transaction. • You can include the color, size, or confirmation number, etc.

Purchase Card screen

```

PSAS HCPCS: ?? <Enter>
Health Care Financing Administration Common Procedure Coding System, (HCPCS).
This field should have the HCPCS code for the Item you are selecting. HCPCS is
a uniform method to report professional services, procedures and supplies for
healthcare providers and medical suppliers.

PSAS HCPCS:    L3250 <Enter>    CUSTOM MOLD SHOE REMOVE PROST
Enter a CPT MODIFIER for HCPCS L3250: (LT/RT/B): B <Enter> Both Left and
Right

BRIEF DESCRIPTION OF ITEM (for Vendor): Style #1245, Mens Size 10E <Enter>

EXTENDED DESCRIPTION:
No existing text
Edit? NO// <Enter> (NO)
  
```

Create a Purchase Card Form (PC), Continued

Unit Cost The **Unit Cost** is the cost of each unit – or one item being ordered.

Steps To continue to create a Purchase Card form, follow these steps:

Step	Action
30	Enter a Quantity for the Item(s) being ordered (maximum 300 items).
31	Enter a Unit Cost .
32	Select a Unit of Issue (i.e., “EA” for Each).
33	Enter identifying information at the Remarks prompt with a maximum of 30 characters in length. (These remarks display on Screen 4 of the 2319.) This prompt is used to quickly identify an Item such as the style or size entered.
34	At the Type of Transaction prompt, you can select another transaction for another Item, or press <Enter> to bypass this prompt.
35	Enter the Estimated Shipping Charge or press <Enter> to bypass this prompt.
36	Enter the Percent Discount or press <Enter> to bypass this prompt. (Estimated Cost and Actual Cost is calculated with the percent discount. This is automatically calculated according to the Vendor that is selected.) Note: If you use this prompt, it will change the Unit Cost automatically.
37	Enter the Bank Authorization Number or press <Enter> to bypass this prompt. (Optional.)

Purchase Card screen

```

QTY: 1 <Enter>
UNIT COST: 102.50 <Enter>
UNIT OF ISSUE: pr <Enter> PAIR
REMARKS: Style #1245 Size 10E <Enter> {This info will not appear on the
order, only on the 2319 record.}
-----
TYPE OF TRANSACTION: {Enter to bypass or start over for a new item here.}
EST. SHIPPING CHARGE: 5.50 <Enter>
PERCENT DISCOUNT: <Enter>
BANK AUTHORIZATION NUMBER: <Enter>
    
```

Bank Authorization Number (optional)

The **Bank Authorization Number** (optional information) is a 6-digit number the Vendor obtains from the Purchase Card issuer (i.e., VISA). The Purchasing Agent can request this number from the vendor when an order is placed. If the vendor does not supply it when the order is placed, you can add it later. This number can be used in the reconciliation process of statements at close out.

Continued on next page

Create a Purchase Card Form (PC), Continued

Deliver To You have four delivery choices including the following: 1) the Veteran, 2) VAMC Warehouse, 3) Prosthetics, or 4) Other.

Option to Edit or Delete At the **Are you ready to POST to 10-2319 NOW?** prompt, you have the option to edit any prompt for the Item or to delete the transaction. To review the display of your prompts, press **<Enter>** and accept the default of **No**. Otherwise, type **Yes** to post the order.

- If you press **<Enter>**, you will automatically be taken to the **Edit** screen to change any information before posting.
- If you type, **“^”**, the following prompt will display: **Do you want to delete the Transaction? No//**. You can press **<Enter>** to accept the default of **No**. Otherwise, type **Yes** to delete the entire transaction.

Steps To continue to create a Purchase Card form, follow these steps:

Step	Action
38	Select the location for the delivery of the order in the Deliver To prompt.
39	At the Are you ready to POST to 10-2319 NOW? prompt, type Y for Yes to post it. <ul style="list-style-type: none"> • Press <Enter> to accept the default of No to be automatically routed to the Edit screen to change any prompt before posting the order. • Type an “^” and press <Enter> if you want to delete the transaction.
40	You can print the Privacy Act Statement (optional). See Appendix A.
41	You can print the Notification Letter (optional). See Appendix A.

Purchase Card screen

```

DELIVER TO: Veteran <Enter> VETERAN

Are you ready to POST to 10-2319 NOW? No// Y <Enter> (Yes)

Would you like to print the Privacy Act Statement? Yes// N <Enter> (No)

Would you like to print a Patient Notification letter? No// <Enter> (No)
    
```

Continued on next page

Create a Purchase Card Form (PC), Continued

Electronic Signature

Your Transaction will be REJECTED and DELETED if you do not enter an Electronic Signature. Notify your Application Coordinator if your signature is invalid.

Steps

To continue to create a Purchase Card form, follow these steps:

Step	Action
42	Enter your Electronic Signature Code (although nothing displays for confidentiality purposes).
43	At the Device prompt, press <Enter> or enter the Printer name.
44	The printout displays on your screen (as shown on the next page.)
45	The Suspense Processing screen displays. You have the option to link the order to the Suspense record.

Purchase Card screen

```
Your Transaction will be REJECTED and DELETED if you
do not enter an Electronic Signature!

Enter ELECTRONIC SIGNATURE CODE: <Enter electronic signature code here>
Thank you.
Cost of this request: $102.50 <Enter>
Current Control Point Balance: $135,652.86

Posting to Patient 2319 ...
Purchase Card Transaction has been assigned Number: 000-U00000
Updated 10-2319

DEVICE: HOME// <Enter> TELNET Right Margin: 80// <Enter>
OMB Number 2900-0188 Estimated Burden: 4 minutes
```

Continued on next page

Create a Purchase Card Form (PC), Continued

Final output

Below is the online screen Purchase Card form. This can also be printed out and faxed or mailed to a vendor. **Required:** Write in the expiration date for the vendor as shown below.

Printout of Purchase Card Form

```

***ORIGINAL COPY AND COMMERCIAL INVOICE MUST BE SUBMITTED***
      TO THE VAMC PROSTHETIC ACTIVITY LISTED BELOW
Department of Veterans Affairs|Prosthetic Authorization for Items or Services
1. Name and Address of Vendor          2. Name and Address of VA Facility
   PROSVENDOR,ONE                      Hines Development System (499/121)
   CORPORATE ORDER ENTRY                BUILDING #37
   PO BOX 1140                           HINES, IL 60142
   ANY PARK,IL 60064                      222
   (555) 555-5555

-----
3. Veterans Name (Last, First, MI)     4. Date of Authorization
   PROSPATIENT,TWO                       JUN 26, 2002

-----
5. Veterans Address                    6. Date Required
   100 ANY ST                             JUL 26, 2002
   HOLLYWOOD,CALIFORNIA

-----
9. Authority For Issuance CFR 17.115
   CHARGE MEDICAL APPROPRIATION

-----
7. Claim Number 101122750P            8. SSN 000-00-0002

-----
10. Statistical Data                   11. FOB Point    12. Discount    13. Delivery Time
   NSC/IP                               DEST             %               30 Days

-----
14. Delivery To: VETERAN

-----
15. DESCRIPTION OF ITEMS OR SERVICES AUTHORIZED

ITEM NUMBER      DESCRIPTION/NOMENCLATURE  QUANTITY  UNIT  UNIT  AMOUNT
                   ORDERED                PRICE

-----
#1. Shoes Extra Depth Style #1245, Size 10E          1      PR   102.50  102.50

-----
16. Contract Number:                               Subtotal: 102.50
   ACCT.#: 17000000          Discount $ 0.00 Shipping: 5.50 Total $ 108.00

-----
17. Signature of Requesting Official                18. DATE        19. Signature and Title of Contracting/Accountable Officer
   PROSPROVIDER,FOUR                                     PROSPROVIDER,FIVE

-----
Order and Receipt Action

-----
21. Order Number 22. Date of Order 23. Date Item Received 24. Date Delivered
   1234567890123456 JUN 26,2002

-----
25. The articles or services listed herein have been received, or rendered
    ordered in the quantity and quality specified originally or as shown by
    authenticated changes, except as noted.

    EXPIRATION DATE: 9/2003                               Signature of Veteran or VA Official

-----
VOUCHER AUDIT BLOCK (For use by VA Facility only)

-----
Bank Authorization Number:          Acct. Symbol 000-U00000

-----
ADP Form 10-2421PC APR 1991

```

Edit a Purchase Card Transaction

Introduction

Once you have posted a transaction, you can only edit the **Bank Authorization Number** on a Purchase Card order through the **Edit Purchase Card Transaction (EDPC)** option located under the **Purchasing Menu (PU)** as shown below.

*You should edit a Purchase Card when you reconcile through the **Reconcile/Close Out Purchase Card Transaction (CPO)** option.* You can edit a Purchase Card after it has been closed through the **Edit 2319 (ED2)** option. Some fields are not available from the **CPO** option (i.e., **Source** and **CPT Modifier**); then use the **ED2** option.

Purchasing (PU) Menu

```
EN      Enter New Request ...
SI      Stock Issues ...
RP      Reprints ...
RE      Record 2237 Purchase to 2319
ED      Edit/Delete 2237 from 10-2319
CA      Cancel a Transaction
CO      Close Out
CPC     Cancel Purchase Card Transaction
CPO     Reconcile/Close Out Purchase Card Transaction
ED2   Edit 2319
EDPC  Edit Purchase Card Transaction
HI      Add Historical Data
HID     Delete Historical Data Entry
LI      List Open 1358 Prosthetic Transactions
LII     List Open 1358 Transactions By Initiator
LPC     List Open Purchase Card Transactions
LPCI    List Open Purchase Card Transactions By Initiator
LPS     Purchase Card Summary Sheet
```

Select Purchasing Option: **EDPC** <Enter> Edit Purchase Card Transaction

Bank Authorization Number

(Optional prompt.) If you did not add the **Bank Authorization Number** during the entry of the new transaction, it may be added later using the **Edit Purchase Card Transaction (EDPC)** option as shown below.

Screen sample

```
SITE: Hines Development System//                499
Select PATIENT:PROSPATIENT,ONE  PROSPATIENT,ONE      1-1-30      000890765
NO PILL
Enter <RETURN> to continue.                HINES, IL
  1  PROSPATIENT,ONE  8-20-2001  PROSPATIENT,ONE      BA:  EYEGASSES
                                           WHEELCHAIR GLOV
  2  PROSPATIENT,ONE  9-27-2001  PROSPATIENT,ONE      EYEGASSES
                                           SHOES
  3  PROSPATIENT,ONE  11-20-2001 PROSPATIENT,ONE      SHOE COMPONENTS
CHOOSE 1-3: 1 <Enter> 8-20-2001  PROSPATIENT,ONE      BA:  EYEGASSES
                                           WHEELCHAIR GLOV
BANK AUTHORIZATION NUMBER: ?? <Enter>
This six-digit number is the authorization number VISA gives to the vendor for
guaranteed payment. This number is used in the reconciliation process.
BANK AUTHORIZATION NUMBER: 123456 <Enter>
Would You like to Edit another Entry (Y/N) ? NO <Enter>
```

Continued on next page

Edit a Purchase Card Transaction, Continued

Editing through the Purchase Card Form (PC)...

When you are creating a **Purchase Card Form (PC)**, at the **Are you ready to POST to 10-2319 NOW?** prompt, press **<Enter>** to accept the default of **No** to edit the Purchase Card transaction. (Do not type Yes!!)

A summary of the transaction will display. You can edit any of the prompts available including the Item, the quantity, etc. This feature is available in case an error was made in the entry process.

Purchase Card Edited Order

```

Are you ready to POST to 10-2319 NOW? No// N <Enter> (No)

000-00-0001                               Purchase Card
499-7P0078                               1234567890123456

-----

ITEM: 925   SHOES                          AMIS: 21 B
VENDOR TRACKING:
PSAS HCPCS CODE: L3250   CUSTOM MOLD SHOE REMOV PROST
CPT MODIFIER: LT,RT
REMARKS: Style #1245 Mens Size 10#

DESCRIPTION: Style #1245, Mens Size 10E
SERIAL NUMBER:
UNIT COST: 102.50   UNIT OF ISSUE: PR   QTY: 1   ITEM COST: 102.50
TYPE: INITIAL      CATEGORY: NSC/IP   SPECIAL CATEGORY:

                                SUB TOTAL:                $ 102.50
                                SHIPPING CHARGE:           $   5.50

                                TOTAL COST:                  $ 108.00
BANK AUTHORIZATION: 123456

Enter Item to Edit:   SHOE COMPONENTS
                    ...OK? Yes// <Enter> (Yes)

TYPE OF TRANSACTION: INITIAL ISSUE//
PATIENT CATEGORY: NSC/IP// <Enter>
ITEM: SHOE COMPONENTS// <Enter>
VENDOR TRACKING NUMBER: 1122334455// <Enter>
BRIEF DESCRIPTION: Style #1245, Mens Size 10E   Replace   <Enter>
EXTENDED DESCRIPTION:
    No existing text
    Edit? NO// <Enter>
QTY: 1// 2   <Enter>                               {Edited this prompt}
UNIT COST: 20// <Enter>
UNIT OF ISSUE: EA// <Enter>
REMARKS: Style #1245 Mens Size 10#   Replace   <Enter>
EST. SHIPPING CHARGE: <Enter>
PERCENT DISCOUNT: 20// <Enter>
BANK AUTHORIZATION NUMBER: 123456// <Enter>
DATE REQUIRED: DEC 20,2002// <Enter>
DELIVER TO: VETERAN// <Enter>

Enter Item to Edit:
    
```

Link a Purchase Card Transaction to the Suspense Record

Description The **Suspense Processing List Manager** screen displays automatically after creating a Purchase Card transaction. This allows you to link the transaction (item being purchased) to the patient's suspense entry.

Note: Refer to the Release Notes for Patch RMPR*3*62 for more information on linking.

Suspense Processing List Manager Screen

Suspense Processing		Nov 20, 2001@13:54:07		Page: 1 of 2__	
Open/Pending/Closed		Suspense for PROSPATIENT,ONE (000-00-0001)			
Date	Type	Requestor	Description	Init Act	Days Status
1 10/09/01	ROUTINE	PROVIDER,SIX	SHOES EXTRA DEPTH		@30 OPEN
2 08/29/01	MANUAL	PROVIDER,SIX	MANUAL SUSPENSE ENTERE		@59 OPEN
3 08/16/00	MANUAL	PROVIDER,FOUR	DESCRIPTION OF APPLIAN		@329 OPEN
4 08/15/00	MANUAL	PROVIDER,FOUR	EDIT DESCRIPTION.		@330 OPEN
5 07/05/00	ROUTINE	PROVIDER,SIX	DESCRIPTION OF APPLIA	04/26/01	*211 CLOSED
6 05/24/00	MANUAL	PROVIDER,FOUR	EDITING THE DESCRIPTI	08/02/00	*50 CLOSED
7 05/16/00	MANUAL	PROVIDER,SIX	This is a test.	07/05/00	*36 CLOSED
8 05/11/00	MANUAL	PROVIDER,FOUR	Editing free-text fie	05/11/00	0 CLOSED
9 05/05/00	MANUAL	PROVIDER,FOUR	Adding a manual suspe		@402 OPEN
10 03/27/00	MANUAL		A;DLKJA;SDLFJA;L		@431 OPEN
11 03/27/00	ROUTINE			08/03/00	*93 CLOSED
12 03/22/00	MANUAL	PROVIDER,FOUR	ADDING A PATIENT SUSPE		@434 OPEN
+ Enter ?? for more actions					
23	Display	2319	PI Post Initial Action	CD	CPRS Display
VR	View	Request	OT Post Other	CR	Cancel Request
IA	View	Initial Action	PC Post Complete	FW	Forward Consult
VO	View	Other Action	AD Add Manual	PR	Print Consult
CO	View	Complete	ED Edit Manual		
Select Item(s): Next Screen// PC <Enter> Post Complete					
Enter a list or range of numbers (1-14): 1 <Enter>					
List of 2319 Records:					
1.	11/20/01		SHOE EXTRA DEPTH		PROSVENDOR,ONE
Enter 2319 Record to be LINKED : (1-1): 1 <Enter>					
COMPLETE NOTE:					
PO to PROSVENDOR,ONE					
Edit? NO//					

Cancel Purchase Card Transaction (CPC)

Purchasing option

The **Cancel Purchase Card Transaction (CPC)** option will cancel the Purchase Card transaction and remove the purchase from the Patient's 10-2319 Record.

This option allows you to select the patient's name, Purchase Card number or Bank Authorization number, but you must have an electronic signature code on file. If you do not, contact your IRM.

When you have completed the cancellation process, the **Suspense (SU) Menu** displays allowing you to process orders (including viewing notes, entering notes, and completing orders) for a patient. When the transaction is cancelled, the control point is automatically updated.

Steps

To cancel a Purchase Card transaction, follow these steps:

Step	Action
1	Select the Purchasing (PU) Menu , and then select the Cancel Purchase Card Transaction (CPC) option.
2	Select a site from a list or press <Enter> to accept the default site.

Purchasing Menu

EN	Enter New Request ...
SI	Stock Issues ...
RP	Reprints ...
RE	Record 2237 Purchase to 2319
ED	Edit/Delete 2237 from 10-2319
CA	Cancel a Transaction
CO	Close Out
CPC	Cancel Purchase Card Transaction
CPO	Reconcile/Close Out Purchase Card Transaction
ED2	Edit 2319
EDPC	Edit Purchase Card Transaction
HI	Add Historical Data
HID	Delete Historical Data Entry
LI	List Open 1358 Prosthetic Transactions
LII	List Open 1358 Transactions By Initiator
LPC	List Open Purchase Card Transactions
LPCI	List Open Purchase Card Transactions By Initiator
LPS	Purchase Card Summary Sheet
Select Purchasing Option: CPC <Enter> Cancel Purchase Card Transaction	
SITE: Hines Development System// <Enter> 499	
You may also make a selection by Purchase Card Transaction (Example, PC number), or Bank Authorization Number (6 digit number).	

Site

The **site** prompt only appears if your Prosthetic Service covers multiple stations. This is a non-editable field (for display purposes only). Entering a question mark **<?>** will bring up a list of sites for which you will need to define the locations. Select a site or enter the number(s) for your station.

Continued on next page

Cancel Purchase Card Transaction (CPC), Continued

Confirmation prompt At the confirmation prompt, **Do you really want to CANCEL this Transaction?**, you can answer **Yes** or **No** or you may enter an '^' to Quit.

Steps To continue to cancel a Purchase Card transaction, follow these steps:

Step	Action
3	Select a Prosthetic Patient .
4	At the Do you really want to CANCEL this Transaction? prompt, type Y for Yes to continue the cancellation.
5	At the Effective Date prompt, press <Enter> to accept the default of the current date.

Cancel Purchase Card Transaction screen

```

Select PATIENT: PROSPATIENT,THREE <Enter> PROSPATIENT,THREE 12-27-50
000122750 YES SC VETERAN
                                         STENT-MULTI-LIN

000-00-0003                               Purchase Card
695-Y02699                               1234567890123456
-----
ITEM: 46346 STENT-MULTI-LINK-3.0-13MM AMIS: 20
VENDOR TRACKING: 2344
PSAS HCPCS CODE: SI523 STENT, CORONARY
CPT MODIFIER: GX

DESCRIPTION: STENT-TRISTAR-3.0X13
SERIAL NUMBER:
UNIT COST: 1425.00 UNIT OF ISSUE: EA QTY: 1 ITEM COST: 1425.00
TYPE: INITIAL CATEGORY: NSC/IP SPECIAL CATEGORY:

SUB TOTAL:                               $1425.00
SHIPPING CHARGE:                          $ 0.00

TOTAL COST:                               $1425.00

BANK AUTHORIZATION:

Do you really want to CANCEL this Transaction? Y <Enter> (Yes)

Amendment Number: 1
...copying Purchase Order into work file...
...SORRY, HOLD ON...

EFFECTIVE DATE: JUL 8,1998// <Enter> (JUL 08, 1998)
    
```

Continued on next page

Cancel Purchase Card Transaction (CPC), Continued

Type Comments The **Type Comments** prompt (optional) provides a free-text response of comments about the type amendment. You can type 3 to 150 characters here. You can press <Enter> and bypass this field.

Confirmation Prompt At the confirmation prompt, **Sure You Want to Cancel this Order?**, you must enter a **Yes** or a **No**, or you may enter an '^' to Quit.

Approve Amendment Number <#> Every time you make an amendment to a transaction, that information is sent to IFCAP. IFCAP then sends back the next Amendment number when requesting to cancel a transaction. The prompt is shown below: **Approve Amendment Number <#> ?**.

Cancel Purchase Card Transaction Screen →

```
TYPE COMMENTS: Canceling this transaction. <Enter>
      SURE YOU WANT TO CANCEL THIS ORDER ? Y <Enter>      (YES)

      Approve Amendment number 1: ? YES// <Enter> (YES)

Enter ELECTRONIC SIGNATURE CODE: Enter signature code here. <Enter> Thank you.
...EXCUSE ME, THIS MAY TAKE A FEW MOMENTS...

...copying amendment information back to Purchase Order file...

...EXCUSE ME, JUST A MOMENT PLEASE...
...now creating entry in File 410 for the amendment...

CANCELLATION REMARKS: Incorrect vendor. <Enter>

Transaction Canceled and Deleted...
```

Electronic Signature Code Enter your electronic signature code, and press <Enter> to continue the cancellation of the transaction.

Cancellation Remarks (Required Entry) The **Cancellation Remarks**, a required entry, can consist of any remarks the Purchasing Agent or Prosthetic Clerk would like to state in the mail message. The reply must consist of a minimum of 3 characters and a maximum of 60 characters in length.

Reconcile/Close Out Purchase Card Transaction (CPO)

Introduction

The **Reconcile/Close Out Purchase Card Transaction (CPO)** option is used to close out purchasing transactions that used the Purchase Card. The reconciliation must be processed using the Prosthetics system, not IFCAP. **If you only close out in IFCAP, it does not automatically close in Prosthetics.**

To close out a transaction, you can select the patient's name, date, Purchase Card transaction number (example, Purchase Order (PO) number), or Bank Authorization number (6-digit number). You can also compare prices to make sure they are correct using this option.

NOTE: You must be the cardholder or an Approving Official (alternate) to reconcile the order. If you are not, contact your IRM.

Editing a PO

You can use this **Reconcile/Close Out Purchase Card Transaction (CPO)** option to make edits to the PO without closing the Purchase Card transaction.

Closing a PO

If you created a PO in IFCAP, you would close it there. If you create it in Prosthetics, then you would close it in Prosthetics.

Reconciliation Scenarios

There are several scenarios that can occur when reconciling Purchase Card transactions. Here are just some of the scenarios that can happen with Purchase Card transactions and will require different methods to resolve.

- Filing a dispute when reconciling a Purchase Card transaction regarding a Vendor.
- Reconciling a partial order on a Purchase Card transaction.
- Vendor has double charged the Purchase Card.
- Vendor bills the wrong Purchase Card.
- Vendor sends the wrong item, which needs to be returned with a credit given and then re-charged for the correct item received.

Note: Some screen samples and/or instructions for some of these scenarios are shown at the end of this topic.

Continued on next page

Reconcile/Close Out Purchase Card Transaction (CPO), Continued

Reconciliation checkpoints The cardholder must complete 75% of the reconciliations within 10 days, 95% within 17 days, and 100% within 30 days. The Approving Officials must approve all reconciliations within 14 calendar days.

Steps To begin the process of reconciling/closing out a Purchase Card transaction using this option, follow the steps:

Step	Action
1	Select the Reconcile/Close Out Purchase Card Transaction (CPO) option from the Purchasing (PU) Menu .

Purchasing Menu (PU)

EN	Enter New Request ...
SI	Stock Issues ...
RP	Reprints ...
RE	Record 2237 Purchase to 2319
ED	Edit/Delete 2237 from 10-2319
CA	Cancel a Transaction
CO	Close Out
CPC	Cancel Purchase Card Transaction
CPO	Reconcile/Close Out Purchase Card Transaction
ED2	Edit 2319
EDPC	Edit Purchase Card Transaction
HI	Add Historical Data
HID	Delete Historical Data Entry
LI	List Open 1358 Prosthetic Transactions
LII	List Open 1358 Transactions By Initiator
LPC	List Open Purchase Card Transactions
LPCI	List Open Purchase Card Transactions By Initiator
LPS	Purchase Card Summary Sheet
Select Purchasing Option: CPO <Enter> Reconcile/Close Out Purchase Card Transaction	

Continued on next page

Reconcile/Close Out Purchase Card Transaction (CPO), Continued

Patient order data

When you select the patient or the Purchase Card number, data will display for the Purchase Card transaction including the following:

- Item
- Vendor
- PSAS HCPCS Code
- CPT Modifier
- Deliver to (location)
- Description
- Serial number
- Unit cost
- Type
- Category
- Subtotal
- Shipping charges
- Total cost of the order.

Steps

To continue to reconcile/close out a Purchase Card transaction, follow these steps:

Step	Action
2	Select the Site (if a multi-site facility).
3	Select the Prosthetic Patient or enter the PO number, and the data will display.

Screen display

```

SITE: Hines Development System// <Enter> 499

You may also make a selection by Purchase Card Transaction
(Example, PO number), or Bank Authorization Number (6 digit number).

Select PATIENT: 1-19-2001 PROSPATIENT,ONE BA: CANE

000-00-0001 Purchase Card
695-U256925 encrypted
-----
ITEM: 903 CANE/WOODEN AMIS: 05 D
VENDOR TRACKING:
PSAS HCPCS CODE: E0100 CANE ADJUST/FIXED WITH TIP
CPT MODIFIER: NU

DELIVER TO:

DESCRIPTION: CANE
SERIAL NUMBER:
UNIT COST: 24 UNIT OF ISSUE: EA QTY: 1 ITEM COST: 24.00
TYPE: INITIAL CATEGORY: SC/OP SPECIAL CATEGORY:
SUB TOTAL: $ 24.00
SHIPPING CHARGE: $ 3.00

TOTAL COST: $ 27.00

BANK AUTHORIZATION:
    
```

Continued on next page

Reconcile/Close Out Purchase Card Transaction (CPO), Continued

Confirmation prompt At the **Ready to Reconcile and Close-Out Transaction? NO//?** prompt, you can reconcile and post the transaction. If there is an incorrect amount, it can be changed at this prompt by responding with a **NO**. You will then be taken through all the prompts that allow you to change a part of the order. Then answer **YES** when this prompt appears again to continue the reconciliation process.

IFCAP Order FCP The **IFCAP Order FCP** prompt is the interface between Prosthetics and IFCAP. If you only close out in IFCAP, it does NOT automatically close in Prosthetics.

Steps To continue to reconcile/close out a Purchase Card transaction, follow these steps:

Step	Action
4	At the Ready to Reconcile and Close-Out Transaction prompt, type Yes to continue. If you need to correct any prompt, type No , or press <Enter> to be taken through all the prompts again.
5	At the Close-Out Remarks prompt, enter free text (i.e., Invoice number). Press <Enter> .
6	At the IFCAP Order FCP prompt, you are routed into IFCAP to reconcile the purchase order.

Screen sample

```
Ready to Reconcile and Close-Out Transaction? NO// YES <Enter>
...now posting to file 660...

CLOSE-OUT REMARKS: CLOSE OUT// <Enter>

                You are reconciling this PURCHASE CARD ORDER:

IFCAP Order FCP: 910 PROSTHETICS                Purchase Date: JAN 19, 2001
Vendor Name: PROSVENDOR,ONE                    P.O.#: 000-U00000
STATUS:                                         $Amount: 27.00
Total Reconciled Charges: 27.00
-----
The system is attempting to locate credit card charge...
Matching Card XXXX3456, Vendor's Purchase Order #:

Listing All Credit Card Charges with Matched Card XXXX1234:
  01-19-01  $30.00
  ...Ok for 7P0065 PROSVENDOR,ONE? YES// <Enter>
```

To Exit before closing You can exit before you reconcile or close out a transaction by entering an “^” to exit the **Reconcile/Close Out Purchase Card Transaction (CPO)** option. You can then proceed to reconcile or close out at a later time.

Note: If you exit before closing or reconciling and you have made any edits, those fields will not be changed and will remain unedited.

Continued on next page

Reconcile/Close Out Purchase Card Transaction (CPO), Continued

Action Code At the end of the reconciliation process, you can select any of the actions (IFCAP actions) displayed below including:

- RC – Reconcile
- DO – Display Order
- RS – Reselect Charges
- RD – Redisplay Data
- DC – Display Charges

Steps To continue to reconcile/close out a Purchase Card transaction, follow these steps:

Step	Action
7	Type RC at the Action prompt to reconcile the Purchase Card form.
8	At the Complete Order Received prompt, type Y for Yes.
9	At the Final Charge prompt, type Y for Yes if appropriate.
10	At the Edit? prompt, press <Enter> to bypass the editing of the order.

Screen sample

```

You are reconciling this PURCHASE CARD ORDER:
IFCAP Order FCP: 910 PROSTHETICS           Purchase Date: JAN 19, 2001
Vendor Name: PROSVENDOR,ONE                P.O.#: 000-U00000
STATUS:                                     $Amount: 51.00
Total Reconciled Charges: 27.00
-----
to this credit card CHARGE:
Reconcile Doc: C49910197P0065             Purchase Date: JAN 19, 2001
Vendor Name:                               P.O.#:
TXN REF:                                     $Amount: 27.00

You are reconciling this PURCHASE CARD ORDER:
IFCAP Order FCP: 910 PROSTHETICS           Purchase Date: JAN 19, 2001
Vendor Name: PROSVENDOR,ONE                P.O.#: 000-U00000
STATUS:                                     $Amount: 27.00
Total Reconciled Charges: 27.00
-----
to this credit card CHARGE:
Reconcile Doc: C99999197P0065             Purchase Date: JAN 19, 2001
Vendor Name:                               P.O.#:
TXN REF:                                     $Amount: 27.00
-----
WARNING: The CC-charge amount and purchase card order amount are different.

Action Code: RC: Reconcile   DO: Display Order   RS: Reselect Charges
              RD: Redisplay Data   DC: Display Charges
Action: RC <Enter>
COMPLETE ORDER RECEIVED: NO// Y <Enter> YES
WARNING: If a credit or additional charge is expected against this order
number, do NOT respond YES.
FINAL CHARGE: NO// Y <Enter> YES
COMMENTS:
  No existing text
  Edit? NO// <Enter>
Generating ET-document to FMS...

Enter Next Transaction to Close-out, or <RETURN> to continue.
    
```

Action Code →

Continued on next page

Reconcile/Close Out Purchase Card Transaction (CPO), Continued

Filing a dispute You can file a dispute when reconciling a Purchase Card transaction. Notice a partial screen print is shown below. This scenario shows that you would like to file a dispute.

You would then fill out the Department of Veterans Affairs Cardholder Dispute Form and forward it to the banking agency.

**Screen sample
with Dispute
prompt**

```

                                You are reconciling this PURCHASE CARD ORDER:
IFCAP Order FCP: 913 PROSTHETIC APPLIANCES      Purchase Date: MAY 28, 2002
Vendor Name: PROSVENDOR,FOUR                    P.O.#: 000-U00000
STATUS: Partial Payment (Complete Rec)          $Amount: 47.00
Total Reconciled Charges: 47.00
                                to this credit card CHARGE:-----
Reconcile Doc: C69521709008003                  Purchase Date: JUN 18, 2002
Vendor Name: PROSVENDOR,FOUR                    P.O.#: 1234
TXN REF: 24435232169980839957234              $Amount: 47.00
-----

Action Code: RC: Reconcile  DO: Display Order  RS: Reselect Charges
              RD: Redisplay Data  DC: Display Charges
Action: RC  <Enter>
COMPLETE ORDER RECEIVED: YES//  <Enter>
WARNING: If a credit or additional charge is expected against this order
number do NOT respond YES.
FINAL CHARGE: NO//  <Enter>
Are you going to dispute this charge amount?: NO//YES  <Enter>
COMMENTS:
  1>VENDOR CHARGED INCORRECTLY AGAINST VA RECORDS  <Enter>
EDIT Option:
```



Continued on next page

Reconcile/Close Out Purchase Card Transaction (CPO), Continued

Scenario: When a vendor double charges the VA for an item for a patient, you can remove the item through IFCAP using the **Edit/Remove Reconciliation** option. You can route to the option by entering: “**^PC**” at the “**Select Purchasing Option**” prompt in Prosthetics. See the sample below for more IFCAP prompt-level details:

Sample IFCAP screen

```

Select Purchasing Option: ^PC
 1  Purchase Card Form [RMPR4 PC]          (PC)
 2  Print Closed Suspense Records [RMPR SUSPENSE PRINT CLOSED] (PC)
 3  Print Closed Home/Liaison Visits [RMPR H/L PRINT CLOSED] (PC)
 4  Purchase Card Menu [PRCH PURCHASE CARD MENU] (PC)

Type '^' to stop, or choose a number from 1 to 4 :4 PC Purchase Card Menu
You have 131 charge(s) to be reconciled for statement (06/27/02 - 07/08/02).

Purchase Card Reports Menu ...
Approving Official Menu ...
Process Purchase Card Menu ...
Purchase Card Display/Print Menu ...
Purchase Card Order Reconcile - Oracle Data
Reconciliation Menu ...

Select Purchase Card Menu Option: REconciliation Menu
Reconciliation
Edit/Remove Reconciliation
ET-FMS Document Display
Daily Purchase Card Charges Statement

Select Reconciliation Menu Option: EDit/Remove Reconciliation

Select Reconciled/Disputed C-Document/Purchase Card Order: 1U1234 05-28-02
PC Partial Payment (Complete Rec)
FCP: 913 $ 47.00
 1 123-2U8694
C12345678901234 06-18-02 $47.00 PROSVENDOR,FOUR
 2 123-2U8694
C12345678901234 06-18-02 $47.00 PROSVENDOR,FOUR
CHOOSE 1-2: 1 <Enter> C12345678901234 06-18-02 $47.00 PROSVENDOR,FOUR
**** WARNING ****

This charge is reconciled. If you 'Edit' it, another approval will be needed.
If you 'Remove' the reconciliation, you must reconcile the charge and your
Approving Official will have to approve it again.

Use the action code DD (Display Document) if no change is desired.
Do you want to continue? NO// YES <Enter>

-----
Action Code: ED: Edit DO: Display Order ND: Next Document
RM: Remove DD: Display Document
Action: RM <Enter>
COMMENTS:
 1>VENDOR DOUBLE CHARGED <Enter>
EDIT Option: <Enter>
AFTER Removing Change P.O. Status to: Partial Payment (Complete Rec)// 48
    
```

Duplicate charge →

Continued on next page

Reconcile/Close Out Purchase Card Transaction (CPO), Continued

Scenario: You can reconcile a partial Purchase Card transaction. If there are multiple items on a Purchase Card transaction and only part of the order has been fulfilled, you can reconcile a partial order so that a partial payment can be made.

**Partial
Reconciliation**

At the **Complete Order Received** prompt, you would type “No” when reconciling the partial order. At the **Final Charge** prompt, you would also type “No.” Then when the order has been completely fulfilled, you would use the **Reconcile/Close Out Purchase Card Transaction (CPO)** option again, and type, “Yes” to these two prompts.

Scenario: If a vendor bills the wrong Purchase Card, you can correct this error. This is another common scenario. You would follow these IFCAP steps to resolve it:

**Vendor bills the
wrong
Purchase Card**

1. In IFCAP, you would select the **Purchase Card Menu**.
2. Select the **Process Purchase Card Menu**.
3. Select the **New Detailed Purchase Card Order** option.
4. Enter a NEW Purchase Order number.
5. Enter the Purchase Card Name.
6. Bypass through all prompts until you select the vendor.
7. At the **FCP** prompt, you can change the Fund Control Point to replace it with the correct one.
8. Again, continue to either answer or bypass prompts (as necessary) and exit at the **Enter a New Purchase Order Number or a Common Numbering Series Purchase Order** prompt.
9. In Prosthetics, access the **Reconciliation Menu**.
10. Select the **Reconciliation** option.
11. Select the **Reconcile by Purchase Card Order #** option.
12. Enter the Purchase Card Order number.
13. At the **Action** prompt, enter **RC** to reconcile.
14. At the **Complete Order Received** prompt, type Yes.
15. At the **Final Charge** prompt, type No.
16. At the **Comments** prompt, type “*Vendor billed wrong card.*”

At a later time, after the financial institution received the correct Purchase Card information from the vendor, you can perform a reconciliation and answer “Yes” at the **Final Charge** prompt.

Reprints (RP) Menu

Reprint a Purchase Card Form (PCR)

Introduction

The **Reprint a Purchase Card Form (PCR)** option reprints the Purchase Card transaction. You can access this option from the **Reprints Menu (RP)** which is under the **Purchasing Menu (PU)**.

Note: If you reprint a Purchase Order that you did not create, then the Purchase Card number is encrypted for security purposes.

Purchasing (PU) Menu

```
EN      Enter New Request ...
SI      Stock Issues ...
RP    Reprints ...
RE      Record 2237 Purchase to 2319
ED      Edit/Delete 2237 from 10-2319
CA      Cancel a Transaction
CO      Close Out
CPC     Cancel Purchase Card Transaction
CPO     Reconcile/Close Out Purchase Card Transaction
ED2     Edit 2319
EDPC    Edit Purchase Card Transaction
HI      Add Historical Data
HID     Delete Historical Data Entry
LI      List Open 1358 Prosthetic Transactions
LII     List Open 1358 Transactions By Initiator
LPC     List Open Purchase Card Transactions
LPCI    List Open Purchase Card Transactions By Initiator
LPS     Purchase Card Summary Sheet
```

Select Purchasing Option: **RP** <Enter> Reprints

```
24      Reprint a 2421 Form
PSC     Reprint a 10-55 Form
PCR    Reprint a Purchase Card Form
```

Select Reprints Option: **PCR** <Enter> Reprint a Purchase Card Form

Continued on next page

Reprint a Purchase Card Form (PCR), Continued

Select Transaction or Patient Name

The form to reprint is selected at the **Select Transaction or Patient Name** prompt. In response to this prompt, you may enter any of the following to search for the Purchase Card form and reprint it:

- Prosthetics date
- Patient name
- Reference number
- Purchase Card number
- Bank Authorization number

Screen sample

```
Select Transaction or Patient Name:PROSPATIENT,ONE <Enter> PROSPATIENT,ONE
1-1-30 00000001 NO PILL
Enrollment Priority: Category: IN PROCESS End Date:

*** Patient Requires a Means Test ***
Primary Means Test Required from FEB 13,2002

Enter <RETURN> to continue. HINES, IL
 1 PROSPATIENT,ONE 9-27-2001 PROSPATIENT,ONE EYEGLASSES
SHOES
 2 PROSPATIENT,ONE 11-20-2001 PROSPATIENT,ONE SHOE COMPONENTS
 3 PROSPATIENT,ONE 11-20-2001 PROSPATIENT,ONE CANE
 4 PROSPATIENT,ONE 11-27-2001 PROSPATIENT,ONE WHEELCHAIR
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-4: 1 <Enter> 9-27-2001 PROSPATIENT,ONE EYEGLASSES
SHOES

Would you like to print the Privacy Act Statement? Yes// N <Enter> (No)
Would you like to print a Patient Notification letter? No// <Enter> (No)

DEVICE: HOME// <Enter> TELNET Right Margin: 80// <Enter>
```

Options

This option will also ask if you wish to reprint the **Privacy Act Statement** and the **Patient Notification Letter**.

Continued on next page

Reprint a Purchase Card Form (PCR), Continued

PCR option

Below is a sample of a **Reprint a Purchase Card Form**:

Screen sample

```

***ORIGINAL COPY AND COMMERCIAL INVOICE MUST BE SUBMITTED***
      TO THE VAMC PROSTHETIC ACTIVITY LISTED BELOW
-----
Department of Veterans Affairs|Prosthetic Authorization for Items or Services
-----
1. Name and Address of Vendor                2. Name and Address of VA Facility
   PROSVENDOR,ONE                            Hines Development System (499/121)
   CORPORATE ORDER ENTRY                     BUILDING #37
   PO BOX 1140                               HINES, IL 60142
   ANY PARK,IL 60064                         222
   (800) 255-5162
-----
3. Veterans Name (Last, First, MI)          4. Date of Authorization
   PROSPATIENT,ONE                           JUN 26, 2002
-----
5. Veterans Address                          6. Date Required
   ANY ST.                                    JUL 26, 2002
   CHICAGO,ILLINOIS 60000
-----
9. Authority For Issuance CFR 17.115
   CHARGE MEDICAL APPROPRIATION
-----
7. Claim Number                             8. SSN 000-00-0001
-----
10. Statistical Data                        11. FOB Point    12. Discount    13. Delivery Time
   SC/OP                                     ORIGIN          % 1             30 Days
-----
14. Delivery To: VETERAN
-----
15. DESCRIPTION OF ITEMS OR SERVICES AUTHORIZED
-----
ITEM NUMBER          DESCRIPTION/NOMENCLATURE    QUANTITY  UNIT  UNIT  AMOUNT
                        ORDERED                    PRICE
-----
#1. EYEGLASSES              1      EA   1.00   1.00
#2. SHOES                    1      PR  20.00  20.00
-----
16. Contract Number:                               Subtotal: 21.00
   ACCT.#: 17000000          Discount $ 0.21 Shipping: 10.00 Total $ 30.79
-----
17. Signature of          18. DATE    19. Signature and Title of    20. Date
   Requesting Official    PROSPROVIDER,FIVE            Contracting/Accountable Officer
-----
PROVIDER,SIX
-----
Order and Receipt Action
-----
21. Order Number  22. Date of Order  23. Date Item Received  24. Date
   Delivered      encrypted          JUN 26, 2002
-----
25. The articles or services listed herein have been received, or rendered
   ordered in the quantity and quality specified originally or as shown by
   authenticated changes, except as noted.
   EXPIRATION DATE: 9/2003                               Signature of Veteran or VA Official
-----
VOUCHER AUDIT BLOCK (For use by VA Facility only)
-----
Bank Authorization Number:          Acct. Symbol 695-U25693
-----
ADP Form 10-2421PC APR 1991

```

Purchase Card Reports

Report List

Introduction

Below is a list of available reports from the **Purchasing (PU) Menu** regarding Purchase Cards:

- List Open Purchase Card Transactions (LPC)
- List Open Purchase Card Transactions by Initiator (LPCI)
- Purchase Card Summary Sheet (LPS)

These reports are good tools for managers to monitor the number of outstanding open orders. They are also good tools to follow up with vendors on open orders.

List Open Purchase Card Transactions (LPC)

The **List Open Purchase Card Transactions (LPC)** Report will list all open Purchase Card Transactions. The Purchase Card number will be encrypted. Only the creator (the purchase cardholder) and the Supervisor can view this number.

List Open Purchase Card Transactions by Initiator (LPCI)

The **List Open Purchase Card Transactions By Initiator (LPCI)** option will display a list of the open Purchase Card transactions by the employee that initiated the transaction.

Purchase Card Summary Sheet (LPS)

The **Purchase Card Summary Sheet (LPS)** Report displays the Purchase Card Summary by Card Number. It will list the open and closed obligations.

In this section

This section covers the following topics:

Topic	See Page
List Open Purchase Card Transactions (LPC) Report	40
List Open Purchase Card Transactions by Initiator (LPCI) Report	41
Purchase Card Summary Sheet (LPS) Report	43

List Open Purchase Card Transactions (LPC) Report

Introduction

The **List Open Purchase Card Transactions (LPC)** Report will list all open Purchase Card transactions. The Purchase Card number will be encrypted, except for the creator (the Purchase Card cardholder) and the Supervisor.

You will be prompted to enter starting and ending dates. This list will show patients' names, social security numbers, Purchase Card numbers, dates, vendors, items, and costs in order by Purchase Card number.

Purchasing Menu (PU)

```

EN      Enter New Request ...
SI      Stock Issues ...
RP      Reprints ...
RE      Record 2237 Purchase to 2319
ED      Edit/Delete 2237 from 10-2319
CA      Cancel a Transaction
CO      Close Out
CPC     Cancel Purchase Card Transaction
CPO     Reconcile/Close Out Purchase Card Transaction
ED2     Edit 2319
EDPC    Edit Purchase Card Transaction
HI      Add Historical Data
HID     Delete Historical Data Entry
LI      List Open 1358 Prosthetic Transactions
LII     List Open 1358 Transactions By Initiator
LPC   List Open Purchase Card Transactions
LPCI   List Open Purchase Card Transactions By Initiator
LPS     Purchase Card Summary Sheet

Select Purchasing Option: LPC <Enter> List Open Purchase Card Transactions
This report lists Open Purchase Card Transactions created in the
Prosthetics Package.

SITE: Hines Development System//      <Enter>          499

Starting Date: T-90 <Enter>   (AUG 08, 2001)
Ending Date: T <Enter>   (NOV 06, 2001)
DEVICE: HOME// <Enter> TELNET   Right Margin: 80// <Enter>

...HMMM, HOLD ON...
    
```

Report output

AUG 08, 2001-NOV 06, 2001 Open 2421PC Transactions							STA 499	PAGE 1
Patient	SSN	Purchase Card	Date	PC #	Vendor	Item	Item Cost	
PATIENT,FOUR	0004	9999999999999999	01/23	U28633	VENDOR,FIVE	PUMP-ALPHA	30.00	
PATIENT,FOUR	0004	9999999999999999	01/23	U28648	VENDOR,FIVE	ZONE 10-DM	90.00	
PATIENT,FIVE	0005	9999999999999999	02/08	U29889	VENDOR,FIVE	BED-ELECTR	85.50	
PATIENT,SIX	0006	9999999999999999	01/29	U29063	VENDOR,SIX	GARMENT-JO	9.00	
PATIENT,SEVEN	0007	9999999999999999	02/07	U29851	VENDOR,SEVEM	WHEELCHAIR	78.00	
PATIENT,EIGHT	0008	9999999999999999	02/15	2U0534	VENDOR,EIGHT	WHEELCHAIR	5.31	
PATIENT,NINE	0009	9999999999999999	02/22	2U1013	VENDOR,NINE	WHEELCHAIR	140.69	
						WHEELCHAIR	298.27	
PATIENT,TEN	0010	9999999999999999	03/01	2U1621	VENDOR,TEN	PROSTHESIS	0.00	
						PROSTHESIS	118.50	
							=====	
							Total 9319.77	

List Open Purchase Card Transactions by Initiator (LPCI) Report

Introduction

The **List Open Purchase Card Transactions By Initiator (LPCI)** option is located under the **Purchasing Menu (PU)**. This option will list the open Purchase Card transactions by the Prosthetic employee that initiated the transaction. It provides the dollar value for each employee by the Purchase Card number.

If the creator requests a report for another employee, the Purchase Card number will be encrypted (except for the Purchase Card cardholder's number) for security purposes.

The list will be sorted by transaction date and initiator. You will be prompted to enter a starting date and an ending date. This option will show patients' names, social security numbers, obligation numbers, request dates, vendors, items, and costs.

Purchasing Menu (PU)

```
EN      Enter New Request ...
SI      Stock Issues ...
RP      Reprints ...
RE      Record 2237 Purchase to 2319
ED      Edit/Delete 2237 from 10-2319
CA      Cancel a Transaction
CO      Close Out
CPC     Cancel Purchase Card Transaction
CPO     Reconcile/Close Out Purchase Card Transaction
ED2     Edit 2319
EDPC    Edit Purchase Card Transaction
HI      Add Historical Data
HID     Delete Historical Data Entry
LI      List Open 1358 Prosthetic Transactions
LII     List Open 1358 Transactions By Initiator
LPC     List Open Purchase Card Transactions
LPCI  List Open Purchase Card Transactions By Initiator
LPS     Purchase Card Summary Sheet
```

Select Purchasing Option: **LPCI** <Enter> List Open Purchase Card Transactions By Initiator

This report lists Open Purchase Card Transactions created in the Prosthetics Package.

This report is sorted by Transaction Date and Initiator.

The PC # column is the abbreviated Purchase Card Transaction Number, Example: 644-PC546, would display as 546.

SITE: Hines Development System// <Enter> 499

Starting Date: **T-90** <Enter> (AUG 08, 2001)

Ending Date: **T** <Enter> (NOV 06, 2001)

DEVICE: HOME// <Enter> TELNET Right Margin: 80// <Enter>

...HMMM, HOLD ON...

Continued on next page

List Open Purchase Card Transactions by Initiator (LPCI) Report, Continued

Effective Date field

Examples of Valid Dates:

- JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
- T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
- T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.

If the year is omitted, the computer uses the CURRENT YEAR. A two-digit year assumes no more than 20 years in the future, or 80 years in the past.

Report output

AUG 08, 2001-NOV 06, 2001 Open 2421PC Transactions						STA 499	PAGE 1
Initiator: PROVIDER,SIX							
Patient	SSN	Purchase Card	Date	PC #	Vendor	Item	Item Cost

PATIENT1,ONE	0011	9999999999999999	02/27	W20150	VENDOR1,ONE	PACEMAKER	7590.00
						LEADWIRE	900.00
						LEADWIRE	900.00
PATIENT1,TWO	0012	9999999999999999	02/27	W20152	VENDOR1,TWO	BONE-SCREW	115.00
						BONE-SCREW	115.00
						ACETABULA	1081.00
						SHEEL-POR	1466.00
						FEMORAL-S	3252.38
						FEMORAL-HE	405.75
						=====	
						Total	15825.13
AUG 08, 2001-NOV 06, 2001 Open 2421PC Transactions						STA 499	PAGE 2
Initiator: PROSPROVIDER,FOUR							
Patient	SSN	Purchase Card	Date	PC #	Vendor	Item	Item Cost

PATIENT1,THREE	0013	1234567890123456	08/21	7P0074	VENDOR,	ONEWALKER	
PATIENT1,THREE	0013	1234567890123456	10/16	7P0075	VENDOR,ONE	SHOE COMPO	220.00
						=====	
						Total	220.00

Purchase Card Summary Sheet (LPS) Report

Introduction

The **Purchase Card Summary (LPS)** Report displays the Purchase Card Summary by card number. It will list the open and closed obligations over a date range. This report tracks the amount spent on a per transaction basis.

This option also keeps track of the total cumulative amount authorized, the total amount liquidated, and the total non-liquidated amount obligated for a Purchase Card.

This report identifies the following:

- Patient
- Last four numbers of the Social Security Number
- Date of the transaction
- Purchase Card number
- Authorized amount
- Adjusted amount
- Liquidated amount
- Cumulative amount

Purchasing Menu (PU)

```
EN      Enter New Request ...
SI      Stock Issues ...
RP      Reprints ...
RE      Record 2237 Purchase to 2319
ED      Edit/Delete 2237 from 10-2319
CA      Cancel a Transaction
CO      Close Out
CPC     Cancel Purchase Card Transaction
CPO     Reconcile/Close Out Purchase Card Transaction
ED2     Edit 2319
EDPC    Edit Purchase Card Transaction
HI      Add Historical Data
HID     Delete Historical Data Entry
LI      List Open 1358 Prosthetic Transactions
LII     List Open 1358 Transactions By Initiator
LPC     List Open Purchase Card Transactions
LPCI    List Open Purchase Card Transactions By Initiator
LPS    Purchase Card Summary Sheet

Select Purchasing Option: LPS <Enter> Purchase Card Summary Sheet
Prosthetics Purchase Card Summary Sheet

SITE: Hines Development System// <Enter> 499

Starting Date: T-90 <Enter> (AUG 08, 2001)
Ending Date: T <Enter> (NOV 06, 2001)
Enter PURCHASE CARD NUMBER: 1234567890123456 <Enter>
DEVICE: HOME// <Enter> TELNET Right Margin: 80// <Enter>

...HMMM, I'M WORKING AS FAST AS I CAN...
```

Continued on next page

Purchase Card Summary Sheet (LPS) Report, Continued

**Amount
Column
descriptions**

Below are the descriptions for the amount columns in this report:

- The **Authorized Amount** column indicates the amount of the original transaction.
- The **Adjusted Amount** column reflects any changes in price or shipping charges (and can be a negative number as shown below).
- The **Liquidated Amount** column is the amount that is paid to the vendor for the transaction.
- The **Cumulative Amount** column shows the cumulative total spent by the Purchasing Agent on a specific Purchase Card.

**Report
output**

AUG 08, 2001-NOV 06, 2001 1234567890123456 Summary STA 499							PAGE 1
Patient	SSN	Date	PC #	Auth Amt	Adj Amt	Liq Amt	Cum Amt
PATIENT1,FOUR	0014	01/02	U29999	38.25	0.00	38.25	38.25
PATIENT1,FIVE	0015	01/02	U29999	138.00	-1.00	137.00	175.25
PATIENT1,SIX	0016	01/02	U29999	22.50	0.00	22.50	197.75
PATIENT1,SEVEN	0017	01/02	U29999	85.50	0.00	85.50	283.25
PATIENT1,EIGHT	0018	01/02	U29999	85.50	0.00	85.50	368.75
PATIENT1,NINE	0019	01/02	U29999	22.50	0.00	22.50	391.25
PATIENT1,TEN	0110	01/02	U29999	36.15	0.00	36.15	427.40
PATIENT2,ONE	0021	01/02	U29999	36.15	0.00	36.15	463.55
PATIENT2,TWO	0022	01/02	U29999	36.15	6.50	42.65	506.20
PATIENT2,THREE	0023	01/02	U29999	25.65	4.35	30.00	536.20
PATIENT2,FOUR	0024	01/02	U29999	36.15	-10.50	25.65	561.85
PATIENT2,FIVE	0025	01/02	U29999	78.15	9.50	87.65	649.50
PATIENT2,SIX	0026	01/02	U29999	36.15	10.50	46.65	696.15
PATIENT2,SEVEN	0027	01/02	U29999	36.15	0.00	36.15	732.30
PATIENT2,EIGHT	0028	01/02	U29999	59.15	0.10	59.25	791.55
TOTALS				772.10	19.45	791.55	6819.20
				Total liquidated	791.55		
				Total non-liquidated	267.00		
				Total Cumulative Authorized	6819.20		
				Total Open Orders/Transactions	2		
				Total Closed Orders/Transactions	0		

Purchase Card Site Parameter (SS)

Introduction

The **Purchase Card Site Parameter (SS)** will be used to enter the site parameter for the Purchase Card. This option is located from the **Enter New Request Menu (EN)**. It will set the IFCAP site to be used on all Purchase Card transactions.

Note: This is a one-time setup process for a Prosthetics site. This form will update the patient's electronic 10-2319.

Screen sample

```
24      2421 Form
25      2520 Transaction without printing 10-55
10      10-55 PSC Form
29      2914 Eyeglass Record
NF      Create a No-Form Daily Record
PD      Pickup and Delivery Charges
PC      Purchase Card Form
SS      Purchase Card Site Parameter

Select Enter New Request Option: SS <Enter> Purchase Card Site Parameter
SITE: Hines Development System// <Enter> 499

Enter the IFCAP Site used with the Purchase Card Module
The following site you select will be used on all your
Purchase Card Transactions in IFCAP only.

Select STATION NUMBER ('^' TO EXIT): 499//<Enter> 499 SUPPORT ISC
Select FISCAL YEAR ('^' to EXIT): 02//<Enter>
```

Satellite Broadcast – May, 2001

Question and Answer Session

Satellite Objectives

Below are the questions and answers from the Satellite Broadcast training from May, 2001. These are the satellite objectives regarding the Purchase Card Reconciliation process:

- Ability to explain vendor Level II Purchase Card status
 - Explain the difference between a monthly credit card limit and a single purchase limit, and how to request higher limits
 - Ability to correctly reconcile a Prosthetic Purchase Card transaction
 - Ability, as the Approving Official, to correctly approve a Prosthetic Purchase Card transaction
-

Purchase Limits

Who do I ask to have the purchasing agents' monthly or single purchase limit amount increased?

ANSWER: You should request this in writing to your Purchase Card Coordinator.

Reconciling

How many days do I have to reconcile an order?

ANSWER: Based on VHA Handbook 1730.1 (Use and Management of the Government Purchase Card Program) the cardholder must complete 75% of the reconciliations within 10 days, 95% within 17 days and 100% within 30 days to reconcile a purchase order. Unreconciled purchases increase the possibility of fraud and abuse. Incorrect billing not found promptly and protested with the card company may preclude recovery or credit.

Why does Prosthetics reconcile using the Prosthetics software instead of the IFCAP software like everyone else?

ANSWER: Prosthetics reconciles using the Prosthetics software because Prosthetics is required to close the order on the veteran's Prosthetic record. There is an interface between the Prosthetics software and IFCAP. So when you reconcile in Prosthetics, the order in IFCAP is also closed.

I receive the message on my screen that says I have 35 purchase card orders to reconcile. How do I know what those orders are? Can I get a report?

ANSWER: Yes, you can get a list of the orders ready to be reconciled. In the Purchase Card Menu option in IFCAP, select the *Reconciliation Menu*, then the *Manual Charge Selection* option and enter the FCP. This will generate a listing for you. Actually, it expedites the reconciliation process if you automatically print this report whenever you have reconciliations. You can then match your paperwork to the listing, and the reconciliations will go quicker.

Continued on next page

Question and Answer Session, Continued

Approving an order

As the Approving Official, how many days do I have to approve an order?

ANSWER: Based on the same VHA Handbook, the Approving Official has fourteen (14) calendar days to approve reconciliations.

Fiscal

Is it required that after I reconcile a purchase order, I send to Fiscal a copy of the invoice and purchase order?

ANSWER: This is not a national policy, but local Fiscal officers may require these documents as part of receipt record maintenance.

Open Orders

Should I be monitoring my open purchase card orders? If so, how often and how should I do it?

ANSWER: Yes, it is important to monitor open purchase card orders. You should contact (either in writing or by phone) the vendors who have not submitted their transaction to Citibank at least once every ten days. You then document the order that the vendor has been contacted.

Outstanding PO's

If an employee resigns, who is responsible to reconcile their outstanding purchase orders?

ANSWER: The Approving Official is responsible. They have been given special menu options to do this reconciliation. The Approving Official may designate a surrogate to do this job.

Dispute process

Could you explain the "Dispute" process? Is there a time limit to file a dispute?

ANSWER: The dispute process is the method used for correction of erroneous charges that appear on a cardholder's account. A written dispute should be filed as soon as you are aware of the error but no later than 30 days. You may obtain the Government Dispute Form from your Purchase Card Coordinator.

Amendment

Why and when is an amendment created to a purchase card order?

ANSWER: An amendment is created whenever you make a change to an existing order. This change could reflect a cost difference, quantity difference, additional shipping charges, etc. The purpose of the amendment is to capture the changes and correct the FCP balance when there is a cost change.

Continued on next page

Question and Answer Session, Continued

Detailed vs. Simplified Purchase Card order

Other purchase card users at my facility are required to do a Detailed purchase card order. The Prosthetics software automatically generates a Simplified Purchase Card order. What's the difference and is there any way I can change our order to Detailed?

ANSWER: Originally all Purchase Card users created Simplified Purchase Card orders in IFCAP. Only recently have Purchase Card users been instructed to use the Detailed order. The reason for the change to Detailed is because a Simplified order in IFCAP does not have an Item prompt, therefore you cannot get any type of Item History report.

With the Prosthetics software, since we have an Item prompt, we are able to get both an Item History as well as a HCPCS History. Therefore, there is no need to change our order to the Detailed.

Purchase Order Numbers

How can I get a vendor to include the purchase order number on their transaction to Citibank?

ANSWER: The vendor must have Level II charge capabilities that allows them to enter the Purchase Order Number in the free text field. Without the Level II, the vendor is not able to include the PO number.

Vendor bill

Is it true that a vendor should not bill Citibank until the item has been shipped?

ANSWER: This is true. The vendor is not to bill Citibank until they have shipped the item. This would be in violation of their credit card agreements and federal procurement law. Any vendor who violates the process must be notified that they have prematurely charged the VA and they should process a credit for the full amount until the item can be shipped and properly charged. If vendors refuse to cooperate by issuing credits, Prosthetics may dispute the premature charges due to non-delivery.

Unauthorized charges

What should I do if unauthorized charges are appearing?

ANSWER: You should contact your supervisor if you believe someone is using your purchase card for unauthorized purchases. This is especially critical, as the cardholder is responsible for insuring that the card is utilized for official government business only.

Continued on next page

Question and Answer Session, Continued

Erroneous charge

How do I get a charge off my account that was erroneously posted by Citibank?

ANSWER: You should employ the "Dispute" process.

Partial shipment

Do I close out a purchase order that has a partial shipment or wait until it has been shipped complete?

ANSWER: You should close it out as Partial. Once the vendor ships the remaining items, they will again bill Citibank. The order will appear again to reconcile and at that time you can post it as a complete order.

Record-keeping

How long are we required to keep the reconciled purchase card orders?

ANSWER: We are required to keep the documents for six (6) years.

Processing Credits

Could you define a credit and how should we process the credits?

ANSWER: An example of a credit is when the item you purchased is defective and you are returning it. The company will then issue a credit against your purchase card for the returned item. Once the vendor has reshipped the item, they will recharge your credit card using the original purchase card order number.

In order to process the credit transaction, you select the *Purchase Card Menu* option in IFCAP, then the *Reconciliation Menu*, then select the *Edit/Remove Reconciliation* option. This will allow you to open the closed purchase card order in IFCAP and process the credit.

Once, the vendor has recharged your credit card for the reshipped item, you will need to use this same menu option to reconcile the purchase order a second time.

Appendix A

Privacy Act

Introduction

Below is a copy of the **Privacy Act** that can be printed optionally during the creation of a Purchase Card transaction.

52.224-2 PRIVACY ACT (APR 1984)

(a) The Contractor agrees to---

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies---

(i) The systems of records; and

(ii) The design, development, or operation work that the contractor is to perform;

(2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract required the redesign, development, or operation of a system of records on individuals that is subject to the Act; and

(3) Include this clause, including this subparagraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor is considered to be an employee of the agency.

(c) (1) "Operation of a system of records," as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

(2) "Record," as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

(3) "System of records on individuals" as used in this clause, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

Patient Notification Letter

Introduction

A **Patient Notification Letter** can be generated and sent to the patient optionally during the creation of a Purchase Card transaction.

Department of Veterans Affairs
Hines Development System
TEST 2
HINES, IL 60142

Nov 20, 2001

MR. PROSPATIENT,ONE
STREET ADDRESS
CHICAG, ILLINOIS 60000

In reply refer to: 499/121
Accounting Symbol 7P0079
Veteran: PROSPATIENT,ONE
SSN: 000-00-0001

Dear Mr. PROSPATIENT,ONE

This is to notify you that the items listed below were ordered for you on Nov 20, 2001. Delivery of this equipment is expected on or about Dec 20, 2001.

If you do not receive it within 5 days of the expected date, please contact (Purchasing Agent), of my staff, at 555-555-5555.

Sincerely,

Name of Chief
CHIEF

Appendix B

Glossary

BOC	Budget Objective Code – Object classification codes are used to report VA’s personal services, supplies or services.
BOC/CC Combination	Prosthetics must have a separate credit card for each Budget Object Code/Cost Center (BOC/CC) combination used when ordering through the Prosthetic package.
CC	Cost Center – Series of specific numerical digits assigned to a function or organization. The purpose is to classify and accumulate costs applicable to the function or organization.
FCP	Fund Control Point – Division of monies from an appropriation to a specified service, activity or purpose. Each facility distributes their budget allocation into an FCP for Prosthetics.
HCPC	Health Care Procedural Code – A universal cost coding system created by Medicare. This has been adopted by the VHA as a national mechanism of common identification. The codes are assigned to appliances, devices, medical equipment, supplies and services provided to patients. Each code corresponds to the Health Care Financing Administration (HCFA) designated 5-digit identifier or the VA-unique 5-digit VA Unique codes
IFCAP	Integrated Funds Distribution, Control Point Activity, Accounting and Procurement. IFCAP is a system used to report, record, and amend purchase card transactions as well as automation of other activities in Fiscal, AMMS, and other departments.
NPPD	National Prosthetic Patient Database – A compilation of statistical data extracted from each VA medical center’s entries to the Prosthetic package, reflecting both fiscal obligations and completed patient transactions.
Purchase Order	A government document authorizing the purchase of goods or services within the terms indicated.

Continued on next page

Glossary, Continued

Purchasing Agents An employee legally empowered to purchase goods and services from commercial vendors.

Transaction Any action with permanent numbering that affects a bill or an account that identifies a request. All transactions are numbered sequentially and may be examined individually. It consists of the Station number, Fiscal Year, Quarter, and Control Point Sequence number.

Type of Transaction The Type of Transaction prompt includes the following: a first-time issue, a repair of a previous issue, a spare, or a replacement of a stock item:

- Initial = I
 - Repair = X
 - Spare = S
 - Replace = R
-

VA Form 10-2319 Each time a patient receives medical equipment, supplies or services from the Prosthetics Service, the item purchased is recorded on this VA Form 10-2319 (Record of Prosthetics Appliance/Repair). This is an overall list of all appliances/repairs purchased for a veteran.

Vendor The company from which the item is purchased.
